| **Name of Church Hall:** | **Address:** | **Date:** |
| --- | --- | --- |
| **Area of Focus**  | **Control Measure***These are the main themes to consider in opening your hall. They may not apply in each case.* | **Detailed arrangements***Set out below the detailed arrangements you will implement under each control measure.*  | **Action by?** | **Completed**  |
| PREPARATIONS | Maintenance Checks |  |  |  |
|  | Check services e.g water, electrical, heating systems |  |  |  |
|  | Access Routes |  |  |  |
|  | Car Parks |  |  |  |
|  | Airing and Cleaning |  |  |  |
|  | Ventilation and Heating |  |  |  |
|  | Review Fire Risk Assessment  |  |  |  |
| PHYSICAL DISTANCING | Building capacity calculations for different types of activity (subject to limit of 15 people) |  |  |  |
|  | Signage |  |  |  |
|  | Entry and Exit routes including car parks |  |  |  |
|  | One-way systems |  |  |  |
|  | Taped/barriered routes |  |  |  |
|  | Seating arrangements |  |  |  |
|  | Restricted areas |  |  |  |
| HYGIENE | Hand washing sanitising |  |  |  |
|  | Toilet arrangements |  |  |  |
| CLEANING | Cleaning regime |  |  |  |
|  | PPE |  |  |  |
|  | Cleaning team details |  |  |  |
| OTHER | Liaison/communication with activity organisers |  |  |  |
|  | Liaison/communication with staff and volunteers |  |  |  |